

# ***ASIAN PACIFIC AMERICAN NETWORK IN AGRICULTURE***

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## **Constitution and Bylaws**

### **<sup>1</sup>Article I. TITLE**

The title of this employee organization shall be the ASIAN PACIFIC AMERICAN NETWORK IN AGRICULTURE (APANA). APANA represents employees of Asian Pacific American descent in the U.S. Department of Agriculture (USDA).

### **Article II. MISSION AND OBJECTIVES**

#### Mission:

To lead in promoting the well being and career employment/enhancement of Asian Pacific Americans (APAs) in USDA.

#### Objectives:

1. To expose and help eliminate racism, sexism and other barriers to a fair and open workplace in USDA.
2. To promote fair career representation and advancement of Asian Pacific American employees in USDA; help promote fairness to all in services and programs delivery.

The above objectives will be achieved through the following:

- Share resources and information within and outside APANA.
- Sponsor activities to help Asian Pacific Americans in Agriculture acquire skills and knowledge for career development and enhancement.
- Ensure that Asian Pacific American employees' career performance and accomplishments are properly recognized in the Department.
- Cooperate with USDA and other Federal and state employee organizations with similar objectives.

### **Article III. MEMBERSHIP**

1. APANA membership is open to all USDA employees who subscribe to the mission and objectives of the organization.
2. Membership is established upon payment of required dues.

#### **Type of Membership:**

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<sup>1</sup> Established 04/21/89, amended 01/19/95, amended 09/02/98. Reviewed and approved by the Executive Committee majority vote 09/15/98.

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- a. **Regular** – open to any USDA employee or retiree who subscribes to the mission and objectives of the organization.
- b. **Life** - extended to any person who meets the regular membership requirement and who pays dues in advance for a minimum of 10 years.
- c. **Honorary** - extended to any individual making significant contributions to advocating civil rights and subscribing to the mission and objectives of the organization. Honorary members are not eligible to vote.
- d. **Fellow** - extended to any APANA member who has contributed extensive, valuable services to the mission and objectives of the organization for at least three consecutive years.
- e. **Associate** - extended to the spouse or child (at least 18 years old) of an APANA member upon payment of required dues. Associate members are not eligible to vote.

Honorary and Fellow members must be nominated by a regular, life, or Fellow member and approved by two thirds vote of the Executive Committee.

3. All eligible members shall have voting privileges and the right of proxy voting.
4. Other membership privileges include placement on the official membership roster, placement on the mailing list and attendance at the organization meetings and functions.

### **Article IV. BYLAWS**

#### **Section A. Basis of Operation and Annual Dues**

1. The organization operates on the basis of the calendar year beginning January 1 and ending December 31.
2. The dues amount shall be approved by a majority of the membership. The dues for renewing members are payable no later than March 1st of any given year and are to cover continued membership through December 31st of that year. For both renewing and new members, the dues will not be prorated if joining APANA after March 1<sup>st</sup> of each year.

#### **Section B. Meetings**

1. Regular meetings shall be held monthly at a time and place determined by the President. Members shall be given advance notice of the meeting.
2. A quorum for regular meetings shall consist of at least 5 members including the APANA officers.
3. Special meetings may be called by the President. Recommendations from a special meeting shall be ratified by a majority of members who are present at the subsequent regular meeting.

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### **Section C. Officers**

1. The officers of APANA shall consist of a President, a Vice President, a Secretary and a Treasurer. Each officer shall be elected every two years.
2. No officer shall serve more than two consecutive terms in the same position.
3. All officers shall be members in good standing for at least one year prior to their election.
4. The President, the Chief Executive Officer, shall:
  - a. preside at all meetings of the organization, issue the call for meetings and ensure that meetings are conducted according to standard meeting procedures.
  - b. be the official spokesperson for the organization and shall represent the organization in USDA functions and other external functions as necessary.
  - c. appoint the Executive Committee and act as its chair; appoint the chairs of other standing committees and act as a member of each committee.
  - d. sign and execute agreements and obligations on behalf of the organization, including approving and countersigning all checks drawn by the Treasurer.
  - e. manage the day-to-day operation of the organization.
  - f. appoint a qualified auditor to examine the organization's financial records.
  - g. appoint a person to act as a historian for the organization.
5. The Vice President shall:
  - a. assist the President in the management of the organization's affairs.
  - b. assume the duties of the President in his/her absence.
  - c. participate in other activities as requested by the President.
5. The Secretary shall:
  - a. record and keep the minutes of the organization including the Executive Committee meetings.
  - b. distribute minutes to the members.

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- c. coordinate with officers and standing committee chairs on relevant APANA activities and events.
- d. keep and maintain other relevant documents of the organization.
- 6. The Treasurer shall:
  - a. receive membership dues and funds for the organization.
  - b. pay and record all approved expenditures and obligations.
  - c. deposit funds in an APANA account at a financial institution approved by the Executive Committee.
  - d. prepare and present a statement of income and expenses at the regular meetings of the organization as required by the President.
  - e. present an audited annual financial report to the organization at the end of the calendar year and other specified times requested by the President.
  - f. keep financial and membership dues records for the organization.

### **Section D. Elections**

- 1. Election of officers shall be held annually, no later than November 15, via mailed ballot. Eligible paid members shall be provided an official ballot. The ballots shall be returned to the Election Committee on or before a specified deadline. The ballots shall not be opened until an appointed time after the deadline when all the members of the Election Committee are present. The chair or designee shall open the ballots and count them. The results shall be announced at the annual general membership meeting in December of each year. The President appoints the Election Committee.
- 2. Only members who are eligible to vote are eligible for nomination, and shall have been members in good standing for at least one year prior to taking offices, if elected.
- 3. Only members who have consented to serve shall be nominated for offices.
- 4. Voting shall be carried out by casting a ballot. The candidate receiving the majority of votes shall be declared elected.
- 5. Resignation of any officer or Executive Committee member shall be submitted to the Secretary in writing at least 30 days prior to resignation.

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6. Resignation of the Secretary shall be submitted to the President in writing at least 30 days prior to resignation.

### **Section E. Executive Committee**

The Executive Committee shall:

1. Include the President, past presidents, the current elected officers and members in good standing for at least one year who are appointed by the President.
2. Executive Committee members act as advisers to the President and Vice President. They meet as often as necessary to address important APANA issues, decisions and events.
3. Transact business only if a majority of the Executive Committee is present.

### **Section F. Vacancies**

If any officer position becomes vacant during the tenure, it will be filled as follows:

1. If the President vacates the office for any reason(s), the Vice-President becomes the President for the remainder of the Presidency. The new President then appoints a member from the Executive Committee to serve as the Vice-President for the remainder of the vice-presidency.
2. If the Vice-President vacates the office for any reason(s), the President appoints a member from the Executive Committee to serve as the Vice-President for the remainder of the vice-presidency.
3. If any other officer vacates the office for any reason(s), a new officer from the Executive Committee shall be nominated by the President and be approved by a majority vote of the Executive Committee for the remainder of the position.

### **Section G. Standing Committees**

Each Standing Committee shall:

1. have a chair who is appointed by the President.
2. have members who are appointed by its chair.
3. achieve the objectives of a special task assignment determined by the President.

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4. submit a plan of action to the President for review and approval by the Executive Committee.
5. carry out the task timely and effectively.

### **Section H. Chapters**

1. A local chapter formation is initiated by any voting APANA member who requests its formation to the President in writing.
2. A local chapter formation is granted to those who subscribe to the Constitution and Bylaws of the organization.
3. The national membership dues for local chapters are the same as for the national headquarters.
4. Local chapters are allowed to keep fifty percent of their national membership dues and return the other fifty percent to the national headquarters.

### **Section I. Amendments**

1. Amendments to the Constitution and Bylaws may be proposed by the Executive Committee or any voting member and voted upon by the membership in order to become effective.
2. Proposed amendments shall be reviewed and addressed by a constitution committee.
3. The constitution committee will report its recommendations to the Executive Committee to receive approval for final voting by the voting members.
4. Amendments shall be adopted by at least 2/3-majority vote of the voting members.

APANA President:

Dr. Yann King \_\_\_\_\_ Date/Year \_\_\_\_\_

Constitution Committee Chair:

Dr. Jamshyd Rasekh \_\_\_\_\_ Date/Year \_\_\_\_\_

Constitution Committee members:

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Graesanto Berbano \_\_\_\_\_ Date/Year \_\_\_\_\_

Dr. Ram Chandran \_\_\_\_\_ Date/Year \_\_\_\_\_

Dr. Bharat Patel \_\_\_\_\_ Date/Year \_\_\_\_\_

Jennifer Painter \_\_\_\_\_ Date/Year \_\_\_\_\_